

Preston Park U3A Privacy Notice

Privacy Policy

Preston Park u3a (hereafter 'the u3a') treats your privacy rights seriously.

This privacy notice sets out how we will deal with your 'personal information', that is, information that could identify, or is related to the identity of, an individual. This notice should be read in conjunction with our Data Protection Policy.

What Personal Information Do We Collect?

When you express an interest in becoming a member of the u3a you will be asked to provide certain information. This includes or can include:

1. Name.
2. Home address.
3. Email address.
4. Phone & mobile numbers.
5. Subscription preferences.
6. Year of birth.
7. Gift aid details.
8. Photographs.
9. Posts on social network sites.
10. Any specialisms or particular skills.
11. Emergency Contact Information.

How Do We Collect This Personal Information?

All the information collected is obtained directly from you. This is usually at the point of your initial registration or through an interest group leader. The information will be collected via membership forms or online contact forms, or in the course of communications between you and us (including by phone, email or otherwise).

How Do We Use Your Personal Information?

The lawful basis for obtaining and processing member information is the Legitimate Interest of the Preston Park u3a. In addition, members will be asked to provide consent for other specific processing purposes.

Appropriate use of information provided by members will include:

1. Communicating with members about the u3a's events and activities.
2. Group conveners communicating with their group members about specific group activities.
3. To send your details to the Third Age Trust (the national organisation to which u3a's are affiliated) including adding member's details to the membership management system and the direct mailing information for the Third Age Trust magazines.
4. Communicating with members about Third Age Trust and Other u3a related events and activities.
5. Communicating with members about other third-party organisations which are charitable, educational or non-profit making organisations
6. Communicating with members about their membership and/or renewal of their membership.
7. Communicating with members about specific issues that may have arisen during the course of their membership.
8. To share and use your details in connection with any meetings, events and social or other outings you attend as part of a u3a activity.
9. Communicating in an emergency with a nominated emergency contact.
10. To monitor develop or improve the activities provided by the u3a.
11. For administration, planning or management of the u3a.

Who Do We Share Your Personal Information With?

We may disclose information about you, including your personal information:

- **Internally** - to committee members and group leaders/convenors as required to facilitate your participation in our u3a activities and to facilitate the management of the u3a and develop and improve its activities.
- **Externally** - where we use an external membership management system, the committee has scrutinised the Terms and Conditions of each supplier and judged that their digital and physical systems and procedures are secure. With your consent for products or services such as direct mailing for the Third Age Trust's magazines (Third Age Matters and Sources).
- If we have a **statutory duty** to disclose it for other legal and regulatory reasons.

Where we need to share your information outside of the U3A we will seek your permission and inform you as to with whom we will share the information and for what purpose. Except when it is in the Legitimate Interest of the U3A or we are legally required to do so.

How Long Do We Keep Your Personal Information?

We need to keep your information so that we can provide our services to you. In most instances information about your membership will be stored for as long as you remain a member will not be stored for longer than 18 months following termination of your membership. The exceptions to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the previous member will be informed as to how long the information will be held for and when it is deleted.

How Your Information Can Be Updated Or Corrected

To ensure the information we hold is accurate and up to date, members are required to inform the u3a as to any changes to their personal information. You can do this by bringing the details to a monthly meeting or contacting the membership secretary at any time.

Should you wish to view the information that the u3a holds on you, you can make this request by contacting the membership secretary. There may be certain circumstances where we are not able to comply with this request. This would include where the information may contain references to other individuals or for legal, investigative or security reasons. We will usually respond within 14 days of the request being made.

How Do We Store Your Personal Information?

We have in place a range of security safeguards to protect your personal information against loss or theft, as well as unauthorised access, disclosure, copying, use, or modification.

Security measures include technological measures such as Secure Socket Layer (SSL) encryption, which creates a secure connection with your browser when you register and login into our online services.

Your membership information is held on a database spreadsheet and accessed by committee members and group convenors – as appropriate.

Information About Third Parties

In the course of us communicating with you, you may provide us with personal data relating to third parties. We will use this personal data in accordance with this Privacy Policy. If you are providing personal data to us relating to a third party, you confirm that you have the consent of the third party to share such personal data with us.

Third Party Links

Our Website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for how they handle your personal data. When you leave our Website, we encourage you to read the privacy notice of every website you visit.

Availability And Changes To This Policy

This policy is available on the Preston Park u3a website. This policy may change from time to time. If we make any material changes, we will make members aware of this via email, our regular monthly update or newsletter, monthly members' meetings or our website.

Contact

If you have any queries about this policy, need it in an alternative format, or have any complaints about our privacy practices, please contact us through our membership secretary.

Right to complain to the relevant data protection authority

You have the right to complain to the relevant data protection authority, which is in the case of us, the Information Commissioner's Office (**ICO**), where you think we have not used your personal data in accordance with data protection law. The ICO's contact details are:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, **SK9 5AF**.